

## AzEIP Integrated, Team-Based Service Methodology

### Roles and Responsibilities

| No. | Activity  | Service Coordinator   | Team Lead   | Other Team Members |
|-----|-----------|---|---|--------------------|
| 1.  | Referral  | The DDD service coordinator or designee receives all referrals, determines the appropriate Qualified Vendor to respond to referral and implements provisions of the Child Find IGA. | The Qualified Vendor receives the referral from the DDD service coordinator and designates the team lead with the expertise most relevant to the needs and priorities of the child and family at the time of referral.  | No activity.       |
| 2.  | Intake    | No activity.  | The team lead will explain the purpose, practice and process of early intervention, describe procedural rights and safeguards, including AzEIP and DDD safeguards, and complete AzEIP Initial Planning Form and DDD intake forms. If the need for evaluation is evident, the team lead will obtain written consent to evaluate. | No activity.       |
| 3.  | Records   | Obtains medical records, if necessary, and developmental records per consent of family.   | Obtains parental consent to obtain records from physician and other providers who have information about the child's developmental and health status and history.   | No activity.       |
| 4.  | Screening | No activity.  | If the need for evaluation is not evident, the team lead will conduct   | No activity.       |

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|     |                                       |  | a developmental screening using tools approved by AzEIP. If the screening indicates that evaluation is needed, the team lead will obtain written consent for evaluation.  |   |
| 5.  | Coordination with community resources | Recommend community resources that may be of interest to the family. For recommendations by the team lead or others in which the family is interested, initiate referrals or provide contact information to families regarding community resources.  | Recommend community resources that may be of interest to the family.  | Recommend community resources that may be of interest to the family.  |
| 6.  | Evaluation and Assessment Planning    | Assist team lead in planning evaluation to ensure that appropriate information is gathered to support the determination of AzEIP and DDD eligibility. If evaluation is needed and the child a ward of the state, the service coordinator will coordinate with CPS case manager to determine the need for a surrogate. If a surrogate parent is needed, | The team lead facilitates evaluation planning, involving the service coordinator, and the other team members with expertise needed to address developmental questions. The evaluation planning process identifies the tools, expertise needed and the role of the team lead and other team members in conducting and facilitating the evaluation. | Participate in evaluation planning to ensure that the process and tools are appropriate for the child and the developmental questions identified during the referral, intake and screening process. |

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|     |  | the service coordinator will contact the AzEIP Program Coordinator for information to identify a surrogate parent.   |   |   |
| 7.  | Evaluation for eligibility purposes and assessment for development of the IFSP | Document the completion of the evaluation. If the initial evaluation for eligibility determination is not completed within 45 days of referral, the service coordinator will document the delay, the reason for the delay and the anticipated timeline for completion.   | Conduct the evaluation and assessment as determined by the evaluation planning process.                               | Conduct the evaluation and assessment as determined by the evaluation planning process.                               |
| 8.  | Eligibility Determination  | Review all records, evaluation and assessment information and coordinate with the team lead and other team members to make a decision of AzEIP eligibility and facilitate team's recommendation of DDD eligibility. DDD will determine DDD eligibility. The service coordinator will document the decisions of eligibility and share with the family and team lead. The service coordinator is | Review all records, evaluation and assessment information and make a recommendation of eligibility for AzEIP and DDD. | Review all records, evaluation and assessment information and make a recommendation of eligibility for AzEIP and DDD. |

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|     |  | responsible to provide prior written notice.   |   |   |
| 9.  | Initial IFSP, six-month review and annual IFSP development | Convenes the IFSP team, issues PWN and participates in the development of the IFSP. The service coordinator will distribute the IFSP to the family and to the team lead and any other IFSP team members not directly affiliated with the qualified vendor, such as a registered dietician). Utilize community resources to meet the needs of the family. | The team lead facilitates the development of the IFSP, utilizing community resources to support families in meeting their outcomes. Once received from the service coordinator, the team lead will ensure that all IFSP team members affiliated with the qualified vendor have access to the IFSP.  | Participates in the development of the IFSP, utilizing community resources to support families in meeting their outcomes.   |
| 10. | IFSP Implementation/Service Provision                      | Initiate referrals, coordinate services across agency lines, serve as the single point for families to obtain all of the Part C covered services, facilitate timely delivery of all available services, monitor the delivery of available services, and document service coordination and service delivery.  | The team lead works with the family on behalf of the team and provides services as determined by the IFSP. Consults with other team members to identify and implement strategies that address all developmental domains as an integrated process. The team lead may change to reflect the changing priorities of the family and needs of the child. A change in the team lead must be documented in the IFSP. | Consult with the team lead, as needed, to ensure that the team member's expertise is reflected in the strategies implemented by the team lead. Other team members may become the team lead as the family's priorities change. |

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| 11. | Transition | The service coordinator will notify the school district, arrange the transition meeting and fulfill the obligations for “AzEIP service coordinators” as outlined in the Transition IGA between DES and ADE. | The team lead fulfills all obligations of the “representative of the family’s IFSP” as outlined in the Transition IGA between DES and ADE. | Consult with the team lead and service coordinator to ensure that all information, as outlined in the Transition IGA between DES and ADE, is current and available and supportive of the transition and IEP process. |